

SCHOOL INFORMATION TECHNOLOGY
ACADEMIC YEAR: SEPTEMBER 2025 – JULY 2026
TERM 1 – 14 WEEKS
FORM 3 (GRADE 9)
SYLLABUS CONTENT

1. Define, Identify and describe Operating Systems and their functions
2. Define Utility software
3. List and define Translators (part of system software)
4. Define file, file name, file extension, folder, drive, path user backup, write protect
5. Identify and describe the types of User Interface
 - a. Command driven/Command Line interface
 - b. Menu driven interface
 - c. Graphical user interface (GUI)
6. List the file management systems - MS Windows Explorer
7. Explain how is data stored (Binary Conversions and addition)
 - a) Compare binary numbers and decimal system
 - b) Convert binary numbers to decimal
 - c) Convert decimal to binary numbers
 - d) Perform binary addition
 - e) Differentiate between American Standard Code for Information Interchange (ASCII) and Extended Binary Code Decimal Interchange Code (EDCDI)
8. Introduction to web page design – Weebly.com, Webnotes, shutterfly, wix

THIS PLAN ENSURES PROGRESSIVE COVERAGE OF CONTENT, REINFORCING FOUNDATIONAL KNOWLEDGE, ENCOURAGING PRACTICAL WORK, AND INCORPORATING RESEARCH AND PORTFOLIO-BUILDING IN ALIGNMENT WITH CSEC READINESS.

WEEK	TOPIC	WEEKLY LEARNING OBJECTIVE
Week 1	Human vs Machine-Readable Data	Students will distinguish between human-readable and machine-readable data and provide examples of each in computing contexts.
Week 2	Operating Systems	Students will define what an Operating System (OS) is, identify common OS examples, and describe at least three major functions of an OS.
Week 3	Utility Software	Students will define utility software , and identify common types (e.g. antivirus, disk cleanup, file management) and their functions.
Week 4	Translators (System Software)	Students will list and define types of translators: assemblers, compilers, and interpreters , and explain how each works in program execution.
Week 5	File Terminology	Students will define key file management terms: file, file name, file extension, folder, drive, path, user backup, and write protect , using practical examples.
Week 6	User Interfaces (Part 1)	Students will identify and describe Command-Line and Menu-Driven Interfaces , including their features, advantages, and limitations.
Week 7	User Interfaces (Part 2)	Students will explore Graphical User Interfaces (GUI) and compare it with command-line and menu-driven interfaces using real examples.
Week 8	File Management Systems (Windows Explorer)	Students will list and explore basic file management features in Windows Explorer , including copying, renaming, deleting, organizing files/folders.
Week 9	Binary Number System (Part 1)	Students will compare the binary and decimal number systems, and perform conversions from binary to decimal and decimal to binary .
Week 10	Binary Number System (Part 2)	Students will perform binary addition and explain the use of binary in computers.
Week 11	ASCII vs EBCDIC	Students will differentiate between ASCII and EBCDIC , and describe their role in representing characters in digital systems.
Week 12	Intro to Web Page Design	Students will explore web design platforms (e.g. Weebly, Wix, Shutterfly, Webnotes), and begin building a basic web page layout.
Week 13	Project Week / Portfolio Completion	Students will review all Term 1 topics and complete a mini project or digital portfolio that showcases what they've learned (e.g. build a web page + glossary of terms).

Weeks 1–5 focus on foundational concepts and system software

Weeks 6–8 develop skills in interface and file management

Weeks 9–11 cover binary & data encoding, supporting CSEC programming & hardware topics

Weeks 12–13 shift to creativity and project-based learning (web design and portfolio)

✓ **ASSESSMENTS TO BE GIVEN PER WEEK:**

- ✓ **Quizzes:** Definitions, file management terms, UI types
- ✓ **Practical Tasks:** File management using Windows Explorer, building simple folders and directories
- ✓ **Worksheets:** Binary conversion & addition, ASCII vs EBCDIC

- ✓ **Projects:** Create a student portfolio (digital or printed), develop a simple web page using a drag-and-drop tool
- ✓ **Peer Reviews:** Web design presentation or feedback session

